

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ASSISTANT PLANNING DIRECTOR

DEPARTMENT: PLANNING

BASIC FUNCTION:

Under general direction, to assist in planning, directing, supervising and coordinating Planning programs and activities; to provide highly responsible and technical staff assistance to the Planning Director, City Council and Planning Commission; to perform professional planning work; and to perform related responsibilities as required.

KEY RESPONSIBILITIES:

Assist in directing and managing the daily activities of the Planning Department.

Develop policies, rules and procedures for the effective operation of the department, including establishing goals and objectives and priorities.

Serve as staff to the City Council and to the Planning Commission and serve as staff to other commissions and committees in community development matters including the preparation and presentation of reports and recommendations relating to the social, economic and physical development of the community.

Schedule and coordinate the Planning Commission agenda.

Coordinate planning activities with other City departments and outside agencies.

Assist in budget preparation, analysis and administration by collecting data necessary to prepare department budget; monitor and approve expenditures with budget limits.

Represent the City in the community and at professional and other business meetings required.

Recommend adoption and assist in preparation of ordinances.

Confer with developers, architects, engineers and others involved in privately sponsored residential, commercial and industrial projects.

Review and evaluate project plans to ensure conformance with established land use regulations, codes and policies.

Coordinate City Planning activities with other City departments and divisions, and with outside agencies.

Act as liaison with the City Attorney on legal issues affecting planning.

Manage employees through other supervisors; set goals and objectives; select train, motivate staff; assess performance and make salary recommendations.

May serve as Acting Planning Director as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles and practices of planning operations and administration.

Principles and practices of organization, administration, budgeting and personnel management.

Applicable federal, state and local planning laws and regulations.

Organization and functions of the various agencies involved in the planning process.

Strategic management techniques and methodology.

Research methods and techniques and methods of report presentation.

Ability to:

Plan, direct and coordinate the activities of a municipal planning program.

Provide administrative and professional leadership for the department.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Prepare and interpret ordinances and formulate land use policies.

Collect and analyze data and develop complex plans and reports.

Communicate clearly and concisely, orally and in writing.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Establish and maintain cooperative relationships with City officials and employees, the general public and representatives of other agencies.

Select, supervise, train and evaluate assigned staff.

Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in planning, public administration, community development, urban design or related field and three years of professional and administrative planning experience including supervisory experience.

A master's degree in planning, public administration, business administration, or related field is desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on

multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will Management classification.

DATE APPROVED: June 1999

Management

Salary Schedule

Management Salary

Benefits

City of Carlsbad Management Benefits